

CONFIDENTIAL

Approved For Release 2000/08/27 : CIA-RDP78-02990A000100040087-3

OFFICE OF TRAINING

NOTICE

No. 7-68


12 March 1968

SUBJECT: Dissemination of End-of-Course Reports

1. Within recent months a considerable variance has been noted in routing sheet dissemination of end-of-course reports sent from the various schools. Some of this disparity has caused delays in the information reaching action addressees; in other cases, some necessary addressees have been unfortunately omitted.

2. To coordinate this function in the future, each Chief of School, following completion of required routing within his component, shall send an end-of-course report with its analysis and other comments to the office of the Plans and Management, where the report will be reviewed and assigned routing within the Office of Training and to other Agency components, as appropriate.

3. Reports are to be submitted to Plans and Management in an original and two copies.


John Richardson
Director of Training

25X1A

Distribution:

OFR - Key IC
(School, Staff, Branch Chiefs
and all Instructors)